# Excess Assistive Technology Report Form

Thank you for Going Green with CAP. This form will allow you to report any excess assistive technology to CAP so that it may be reported to GSAXcess ® (http://gsaxcess.gov). **Please ensure** that the property you report has **already been excessed** by your agency.

Once completed, please fax (703.681.9075) or email this completed form to (CAPGreenTeam@tma.osd.mil). **Any pictures** of the item(s) can be **attached as JPG documents** when the form is submitted, and these pictures will be included in the property report.

## Property Custodian:

**Name:** _____ **Email Address:** _____

**Phone Number:** _____ **Ext:** _____ **Fax Number:** _____

## Reporting Agency:

**Address 1:** _____

**Address 2:** _____

**Address 3:** _____

**City:** _____ **State:** _____ **Zip:** _____ - _____

## Location of Property:

**Address 1:** _____

**Address 2:** _____

**Address 3:** _____

**City:** _____ **State:** _____ **Zip:** _____ - _____

## Description of Property:

**Item Name:** _____ **Quantity:** _____

**Manufacturer:** _____ **Model Number:** _____

**Condition (please check only one):** New/Unused ____ Usable ____ Repairable ____ Salvage ____ Scrap ____